

POST-DEPARTMENT HEAD DETAILING PROCESS (UPDATED JULY 2018)

In response to distribution requirements and significant Fleet feedback, PERS-411 has revised the Post-Department Head detailing process. We strive to continually improve this process in the interest of fairness and transparency as we fill priority billets around the world. The aim of this update is to provide the latest information and reduce ambiguity for officers transitioning to their Post-Department Head assignments.

What to Expect:

1. Post-Department Head detailing is a competitive process for distributing a limited number of Officers to fill our highest priority assignments. The current SWO community health dynamic is such that demand for control grade (O4, O5, O6) officers outstrips supply - which means we have to strategically prioritize distribution. In July 2018, we adjusted our process of "reconciliation" to more closely mirror a traditional slating process in order to achieve this. Officers should expect to see a more focused, prioritized list of billets during their reconciliation month - balancing billet assignment priority, community health, and projected number of rollers each month. The end result is a Downstream Fills (DSF) list with approximately 2:1 ratio of billets to rollers. Operational assignments are the highest priority assignments for fill.
2. As you begin the Post-Department Head slating process, your Detailer will review your record, discuss career timing, and inquire about your personal goals to help determine the best possible assignment. It is our goal to find an assignment that is best for your career and to ensure you remain on track for your next milestone screening. One-on-one engagement with your Detailer will determine the best fit job for you, recognizing that your career needs and those of the Navy may sometimes outweigh personal preferences.
3. After completing Department Head requirements, most officers should expect two, 24-month assignments (sea or shore) as required by career/Navy needs (MILPERSMAN 1301-110).
4. Officers are Non-Due Course (NDC) when they fail to screen for an administrative milestone. These officers continue on a 1-1 sea/shore rotation until they retire.

Detailing Window:

1. Contact your Detailer approximately 9 months before your PRD to establish communications. If you are interested in attending a war college, inform your Detailer early.
2. Your notional slating month is 7 months prior to your PRD.
3. Contact your Detailer to terminate shore duty at any time and compete for an overseas or sea duty assignment, regardless of PRD. You may also request a GSA billet at any time, regardless of your PRD.

***** ATTN: 2nd TOUR DEPARTMENT HEADS. Your detailing window depends significantly on the timing of your relief as we will not gap DH billets. Contact your DH Detailer to confirm your relief's timeline. *****

Post-Department Head Detailing Process:

1. Your PERS-411 Detailers conduct reconciliation on a monthly basis, normally the last full week of the month.
2. You should begin talking to your detailer 9 months prior to your PRD. Notionally, you will submit your preferences and your assignment will be made 7 months prior to your PRD. PERS-411 will detail you based on career needs, previous experience and performance, needs of the Navy (priority/hot fill billets) and your personal preferences.
3. After PERS-41 approves the slate, your Detailer will inform you either of your next assignment. In the end, finding the proper billet fit (Officers with the skill sets needed to succeed in that billet) will take precedence over filling a billet with any available Officer.
4. In the interest of fairness to all Officers competing for billets, we will not allow Officers to slate early unless they are terminating shore duty to return to sea. The table below provides the notional slating schedule.

Slating Month	Officers Eligible to Compete for Billets (Target PRD window)	Filling Billets
January	August	Now through August
February	September	Now through September
March	October	Now through October
April	November	Now through November
May	December	Now through December
June	January	Now through January
July	February	Now through February
August	March	Now through March
September	April, May	Now through May
October	June	Now through June
November	July	Now through July
December	No slating board due to CDR CMD Board	N/A

Shaping Your Preference List:

1. We strongly recommend that you contact your Detailer before you submit your preference list. Email may be easier, but a follow-up phone call is incredibly helpful for you and your Detailer. Submitting your preference list early gives your Detailer the maximum opportunity to provide feedback. Make sure your Detailer has several ways to contact you (work/personal emails and phone numbers).
2. If you intend to retire or separate, you must declare your intentions prior to reconciliation. If you are within 6 months of your PRD and have not indicated your intentions, we will slate you for orders to a follow-on assignment. Be honest and transparent with your detailer and we will do our best to work with you.
3. Your preference list must contain a minimum of 10 billets to include at least 1 GSA and 1 Hot Fill billet.

***** WE MUST FILL ALL HOT FILL ASSIGNMENTS AT THE CURRENT MONTH'S SLATE *****

4. LCDRs can select jobs on the LCDR and CDR lists unless otherwise specified. CDRs and CDRs (sel) must pick jobs from the O5 list only.
5. For NDC Officers, your preferences must take into account your sea/shore rotation. For the purpose of this rotation, we count overseas billets (not including Hawaii) as sea duty.
6. Submit your preferences, in priority order, using the template provided in the 2nd tab of the advertised billets.
7. Include in your email any amplifying information that could affect your next assignment. The more your Detailer knows about your personal needs, the better we can serve you.

Final Takeaways:

1. Know your sea/shore rotation, and ensure your preferences are reflective. Nearly 50% of our fills each month are for sea duty or operational billets.
2. Joint duty should normally be deferred until after an Officer screens for command or is NDC.
3. We occasionally get requests from Placement Officers to fill short-fuse/nominative billets. If you are interested in competing for a nominative assignment, contact your Detailer.
4. No assignment is official until orders are transmitted.